



Pollicitis addere facta

# Promoting Positive Behaviour Policy

LARNE GRAMMAR SCHOOL  
**PROMOTING POSITIVE**  
**BEHAVIOUR POLICY AND**  
**PROCEDURES**

Rationale

Within a well-ordered environment in which high standards are set and maintained, pupils can expect to be successful, to feel secure and to establish principles and values that will shape their lives and prepare them for the demands and challenges of adult and working life. To this end, everyone connected with Larne Grammar School is expected to show respect and concern towards those with whom they come into contact. This is a central principle in a civilised society and lies at the heart of the ethos of the school. In particular, pupils are expected to support and co-operate with all staff (teaching and support) as well as the prefects, and are encouraged to be sympathetic to the rights, needs and interests of their fellow pupils.

The importance placed on the promoting positive attitudes in our pupils is reflected by, and embedded within, our School Ethos and Vision:

**School Ethos and Vision**

**Ethos**

“Larne Grammar School promotes positive moral values in a climate of high expectations and achievement among all the individuals and groups based on mutual respect. Pupils exhibit self-control, personal responsibility and self-worth, developed in the classroom and through a wide range of extracurricular activities. Pupils learn, grow and succeed in an atmosphere of praise and encouragement which promotes a sense of belonging and enjoyment for everyone.”

**Vision**

“Larne Grammar School will strive to be a community-based centre of excellence whereby high quality teaching and learning will serve to enhance the lives of all, enabling pupils to achieve their potential in a spirit of mutual respect and support.”

Introduction

- This policy has been written following consultation with key stakeholders of the school.
- It is the policy of this School that pupils should be encouraged to behave in ways that show self-respect and respect for others and which maintain a safe, orderly and enjoyable learning environment.
- The procedures and documents produced and the approaches adopted by staff, in and out of the classroom, emphasise the School's ethos by focusing on positive behaviour strategies.
- This policy recognises the positive impact that good, orderly behaviour has on the teaching and learning process.
- At the heart of positive behaviour lies a good relationship between pupils and staff. The aim of the school is to foster such relationships based on mutual respect.
- Whilst seeking to ensure a consistent approach to behaviour management there is an equal recognition of the need to treat each pupil as an individual, taking account of mitigating circumstances, as and when appropriate.
- An effective home school partnership is recognised as vital in the support of pupils and it is therefore important that pertinent information is communicated between school and home. Parents/guardians should inform the school of any changes in circumstances which may affect the pupils. Any such information will be treated sensitively and confidentially.
- The contents of the policy apply to pupils whether in school, travelling to and from school, on school trips or representing the school off-site.
- The Governors are committed to a process of consultation and will review the Promoting Positive Behaviour Policy regularly to ensure that the aims of the Policy are being met.

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**SECTION A - THE CODE OF CONDUCT**

Paramount importance is placed on the good relationships which exist between pupils, staff, parents and the wider community. In order to promote an atmosphere of mutual respect, this Code of Conduct sets out the School's expectations of all its pupils.

This can be summarised as follows:

- Respect yourself. Display the highest standard of conduct at all times.
- Treat all members of the school community with respect.
- Observe the normal courtesies at all times - saying 'please' and 'thank you'; standing aside and opening a door for an adult when circumstances allow.
- Attend school whenever possible.
- Arrive punctually to school and to the start of each lesson.
- Take responsibility for your own belongings.
- Respect property belonging to the school and others.
- Respect the school environment.
- Behave in a safety-conscious manner at all times.
- During lessons, act in a manner that will maximise the learning opportunities for yourself and others.
- Complete all homework to the best of your ability and meet all homework and coursework/controlled assessment deadlines.
- Wear your uniform with pride. It identifies you as a member of the school community.
- Respect and adhere to the general school rules.
- Aim to fulfil your potential, both in your commitment to your studies and by participation in the co-curricular and extra-curricular activities on offer.

In order to meet the required standards in pupils' behaviour and attitudes, basic rules must be laid down and understood by everyone. This policy has been adopted by the Board of Governors after consultation with key stakeholders. In developing the policy due regard was given to 'Pastoral Care in Schools: Promoting Positive Behaviour' produced by the Department of Education in 2001. It encourages a positive behaviour management ethos in the school. It should be read in conjunction with other school policies including: Uniform Policy, Mobile Devices Policy, ICT Acceptable Use, eSafety and Digital Media Policy, Drugs and Substance Abuse Policy and Anti-Bullying Policy.

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**SECTION B – REWARDS**

Pupils are expected to behave in the manner outlined in the Code of Conduct (Section A). Positive behaviour will be recognised and rewarded by the school in a number of ways.

**Merit Cards**

These will be issued to all pupils in Year 8-12 and used to record incidences of good behaviour, positive attitude and effort. The cards will be used for awarding merit certificates or other rewards. Subject departments will determine criteria for the signing of the merit card.

**Merit Signing**

A merit signing may be given for:

- a) Excellent Work (academic, aesthetic or physical) undertaken in class or at home.
- b) Positive improvements in attitudes or work and behaviour.
- c) Special acts of kindness and thoughtfulness to others in the school community inside or outside the classroom.
- d) Achievement or dedication in an extra-curricular activity

Signings may be awarded by any member of staff.

The Year Head will issue a merit at the end of each term to all pupils who have not had any signings on their conduct card, in recognition of excellent behaviour and attitude.

**Merit Awards**

Through the Merit Awards, we seek to complement our Promoting Positive Behaviour Policy and to provide an ordered system of awards which recognises and rewards positive behaviour and attitudes. The awards will take the form of certificates awarded in the areas of positive behaviour, punctuality and attendance.

**Attendance Certificate**

This will be awarded at the beginning of each school year in all years to those pupils who have 100% attendance at school in the previous year.

**Punctuality Certificate**

This will be awarded at the beginning of each school year in all years to those pupils who were never late for school in the previous year.

**Merit Certificates (Years 8, 9 and 10)**

These will be awarded in recognition of positive effort and behaviour in all aspects of school life - academic, social, cultural and sport.

Certificates will be awarded in each year as follows:

A **bronze** certificate will be awarded to a pupil whenever he/she has obtained 7 merit signings.

A **silver** certificate will be awarded to a pupil whenever he/she has obtained 15 merit signings.

A **gold** certificate will be awarded to a pupil whenever he/she has obtained 24 merit signings. Pupils achieving further signings may follow the voucher system for Years 11 and 12.

**Merit Rewards (Years 11 and 12)**

Pupils in years 11 and 12 will be given school vouchers which can be redeemed in school as follows:

Bronze - £5

Silver - £10

Gold - £15

The criteria listed above for years 8 -10 will apply.

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### **SECTION C - SCHOOL RULES**

While the School prefers the positive approach to behaviour management outlined in the Larne Grammar School "Code of Conduct", the Governors believe that rules are necessary for the smooth functioning of the school community. **These rules are based on common sense, mutual respect and consideration for others.** The School Rules help to describe what we accept as "good behaviour" and emphasise the ethos of Larne Grammar. In accepting a place in Larne Grammar School, pupils and parents, are indicating that they understand and subscribe to the School's Promoting Positive Behaviour Policy, including the School Rules.

#### **Attendance/Absence/Exeat**

1. Pupils should aim to arrive on time (8.50am). If a pupil arrives in school after 9.15am, due to a medical or other appointment, or after 11:00am for any reason, a written explanation from parents/guardians must be brought to the School Nurse. Pupils arriving late with no valid reason will be recorded as such. Pupils will be given a warning on the 4<sup>th</sup> occasion on which they are late to indicate that a detention will be issued on the 5<sup>th</sup> occasion.
2. A pupil who has been absent must bring a note (signed, addressed and dated) from parents/guardians stating the period and cause of absence. A note which states 'absent with my permission' or simply 'appointment' will not be accepted. The note must be presented to the Class Tutor on the day on which the pupil returns – a phone call will not suffice.
3. If a pupil is going to be absent for a prolonged period, a written explanation from parents/guardians must be brought to the Year Head prior to the absence. Permission will not normally be given for holiday requests during term time.
4. No pupil may leave school during school hours without his/her Class Tutor's permission. This will only be granted on reasonable grounds and at the written request of parents/guardians. Dental (excluding orthodontic) and medical appointments should be made outside school hours unless in an emergency, whenever possible. If a pupil has permission to leave school during the day, he/she must report to the General Office before leaving to sign out. An exeat slip signed by the Class Tutor, Year Head or School Nurse must be presented to the General Office. If the pupil returns to school on the same day, he/she must sign in at the General Office.
5. Pupils must not leave the school grounds (which include the playing fields) during school hours. (Pupils should note that the playing fields are out-of-bounds at breaktime.) Lunches may only be eaten in the Dining Hall, Common Room or designated lunch rooms. The grounds adjoining the school property are out of bounds as are the areas around the pavilion (except when used for games) and the Groundsman's store. Pupils must not play on the banks in front of, or either side of, the pavilion.
6. In exceptional circumstances, the School will grant permission for pupils to go home during lunchtime. Parents/guardians who wish to request such permission for their child(ren) must complete the appropriate form (available from the General Office) providing details of the circumstances under which they are making the request. When this has been returned to the General Office, a lunch pass will be issued, if approved. Permission will be withdrawn if the privilege is abused. Pupils going home for lunch must also sign out and in again in the General Office.
7. Students who bring a car to school may park in the lower car park at the Technology Block (or, if that is full, in the Old Presbyterian Church car park) at their own risk. An appropriate form (available from the Year Head) must be completed and returned to the Principal's secretary. Pupils are encouraged to park legally and considerately and to

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ensure that they are not causing any problems for local residents. Any abuse of the privilege will result in it being withdrawn.

8. Once they have arrived in school, pupils must not leave again in any circumstances without seeking permission and following the correct procedures. Failure to comply with the regulations with regard to leaving school may result in a detention. Truancy will be considered a serious offence. The pupil may be detained after school in order to make up the work missed.

**Uniform/Appearance/Belongings**

1. Pupils are required to observe the “Regulations Relating to Uniform and Appearance” as detailed in the Uniform Policy.
2. The owner's name should be clearly marked on all articles of clothing and footwear and on belongings such as books and bags.
3. Money and articles of value should not be brought to school, where possible. However, if this is unavoidable they are the responsibility of the pupil. They should not be left in cloak rooms, changing rooms, lockers or school bags. Malicious damage of another's property may result in the pupil responsible being liable for the cost of replacement or repair.
4. Pupils are responsible for the safe custody of all their other belongings. If these are left lying about the school, they will be taken to the building supervisor's store. Every pupil should put his/her belongings (except valuables) in the lockers or storage spaces provided. Food should not be left in lockers overnight.
5. Mobile phones and other devices must be used in accordance with the School Mobile Devices Policy.
6. Pupils must not bring any sharp or pointed instruments, knives, firearms (replica or otherwise), fireworks, lighters, matches, laser pens, any harmful or illegal substances, or any item which might cause damage to others or to the school environment. The sanction used in such cases can include suspension and/or expulsion. The PSNI must be informed in the case of some of these items.
7. Pupils must not bring offensive material of any sort into School.

**General Attitudes and Behaviour**

1. Pupils must give all staff (teaching and support) and prefects their full co-operation at all times.
2. All text books, materials and homeworks must be brought to class as and when required.
3. A pupil who fails to submit a homework/project/coursework/preparation for Controlled Assessment must bring a note of explanation from parents/guardians to the subject teacher concerned.
4. Disruptive behaviour in class is unacceptable.
5. Any pupil found guilty of malpractice (including possession of a mobile phone or other electronic device) in an internal examination will be given detention and a mark of '0' will be recorded for the exam. Malpractice in external examinations is beyond the control of the school and will be dealt with in accordance with exam board regulations.
6. Pupils are required to maintain high standards of behaviour, courtesy and good manners whilst travelling to and from school (including whilst using public transport). Pupils who misbehave on public transport may have their travel pass removed.
7. Quiet and orderly conduct is required on the stairways and in the corridors and passages of the school. Pupils should walk on the left side of the corridor. Pupils must not run inside the school building.
8. Pupils may not chew gum in school or on any school occasion.

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9. Pupils must put all litter in the bins provided throughout the school for this purpose.
10. Pupils must only use the appropriate cloakrooms and toilet facilities.
11. Pupils are not permitted to sell any articles, unless engaged in school-approved business, whilst on school premises, on the way to or from school or whilst involved in school activities,
12. Smoking (including the use of e-cigarettes) is strictly forbidden whilst pupils are in school, travelling to and from school, on school trips or representing the school off-site. Detention will be given to any pupil caught either smoking or in the company of such pupils or in possession of tobacco-based products. Repeated offences will attract more serious sanctions.
13. Depending on all the circumstances, a pupil is liable to be suspended (including internal/reverse suspension) or expelled for any of the following serious offences:
  - (a) Bullying (see Anti-Bullying Policy), violent behaviour, provocation, incitement to violence, threatening behaviour or threatening language.
  - (b) Criminal damage or acts of dishonesty.
  - (c) Being in possession of or using an offensive or dangerous article. (In this case the article will be confiscated and parents/guardians will be informed. The police may also be notified and their advice will be taken with regard to the return of the object in question).
  - (d) Causing any kind of damage to the fabric of the school building and/or another pupil's property. (Wilful damage to school property must be paid for.)
  - (e) Misusing or facilitating the misuse of the school's ICT system (see ICT Acceptable Use, eSafety and Digital Media Policy).
  - (f) Using, supplying or being in possession of alcohol, solvents or any proscribed substance whilst pupils are in school, travelling to and from school, on school trips or representing the school off-site (see Drugs and Substance Abuse Policy).
14. If a pupil engages in unacceptable behaviour against the person or property of a member of the school staff, or to an immediate member of the member of staff's family, at any time whether inside or outside school, disciplinary action will be taken against the pupil which may include consideration of the option to expel.

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**SECTION D – SANCTIONS**

The following is a list of sanctions that may be used in dealing with unacceptable behaviour. Those permitted to enforce such sanctions are indicated.

• Use of Non Verbal signals	All teachers
• Verbal Reprimand	All teachers
• Conduct signing (see below)	All teachers
• Meaningful extra work	All teachers
• Confiscation of non-regulation uniform or other articles not requested to be brought to School by teachers. Confiscated articles must be returned to the pupil or parent at the end of the day on first offence. On subsequent occasions the parent/guardian will be requested to collect the article from the General Office.	All teachers
• Isolation/relocation in the classroom/relocation to another class	All teachers
• Teacher Imposed extra time	All teachers
• Departmental Detention	All teachers/HoD
• Withdrawal of privileges	Head of Year 13 & 14
• The school will not consider pupils eligible for inclusion on school trips if they have, or have had, discipline problems.	Principal
• Telephone conversation with parents	All teachers
• Parental Interview	All teachers (working in conjunction with the relevant HoY)
• Daily or Weekly Report	HoY
• Parental Interview	HoY
• Official withdrawal from class	HoY/HoD or SLT
• Lunchtime Supervision	HoY or SLT
• School Detention	All teachers
• Saturday Detention	SLT
• Financial Penalty	SLT
• Community Service Duties - particularly in the case of littering or vandalism	Principal or Vice Principal
• Internal Suspension - removal from normal classes	Principal or Vice Principal
• Reverse Suspension – attendance at school during holiday period	Principal or Vice Principal
• Sent home prematurely from School Trip	Principal and Chair of BoG
• <b>SUSPENSION</b>	Principal and Chair of BoG
• <b>EXPULSION</b>	Principal and BoG

**NOTES:**

1. In operating its Suspension/Expulsion Policy, the Board of Governors will abide by the reporting system introduced by the Department of Education. Under this system, the school has the power of Suspension/Expulsion for breaches in discipline which occur:
  - 1.1 at any time;
  - 1.2 in or outside school; whether or not a pupil is in school uniform;
  - 1.3 and particularly for any act committed against an employee and/or their property.
2. Individual Suspension or an accumulation of Suspensions may lead to Expulsion.
3. The above list does not indicate any order in which the sanctions might be imposed, each case being considered individually.
4. 24 hours written notice is required for extra time after the normal school day.
5. HoD = Head of Department; HoY = Head of Year; SLT = member of Senior Leadership Team; BoG = Board of Governors; Teachers = all members of staff with supervisory duties



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**Conduct Cards**

These will be issued to all pupils in Year 8-12 and used to record incidences of behaviour contrary to the Code of Conduct.

Signings may be issued by any member of staff.

The nature of the behaviour should be recorded on the card and it should be signed and dated by the member of staff issuing the sanction. Every sixth signing will result in after school detention.

Class Tutors will monitor the conduct cards of the pupils in their Tutor Group on a regular basis and will discuss conduct with individual pupils (and their parents/guardians) as necessary. Concerns about the conduct of an individual pupil may be referred by a Class Tutor to the Year Head, as appropriate.

**Procedures for Detention**

Notification of School Detention will be posted home. The acknowledgement slip (signed by the parent/guardian) should be returned to the school by the pupil and handed in to the General Office. A minimum of twenty-four hours' notice will be given to any pupil who is detained except with prior permission from a parent. No alteration may be made to the date given for the detention, unless prior permission is sought from a Vice Principal or the Principal. If a pupil fails to turn up for a detention they will be required to fulfil the detention at the earliest opportunity. Failure to take this opportunity will result in a further sanction.

**SECTION E – REVIEW & EVALUATION**

This Policy will be reviewed and evaluated regularly in consultation with staff, pupils and parents, and amended in the light of further DE or best practice guidance and/or changes to the school's procedures.

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**APPENDIX 1 BEHAVIOUR MANAGEMENT STRATEGIES**

*The imposition of the sanctions listed below is at the discretion of the member of staff involved.*

Level	Examples of inappropriate attitudes or behaviour in class	Examples of teacher response likely to modify and improve behaviour	Staff involved
1	Speaking out of turn Late to class without excuse Incorrect uniform Low level disruption of learning Irresponsible behaviour Late homework	Use of Non Verbal signals Verbal reprimand Warning Pupil asked to move seat Extra work set Behaviour highlighted by teacher Confiscation of non-regulation items of uniform or articles not requested not to be brought to school by teachers	Classroom teacher
2	Repeated incidents of Level 1 behaviour Repeated disruption of learning Defiance Repeated irresponsible behaviour Use of mobile phone Repeated failure to submit homework by deadline Poor manners Out of bounds Use of offensive language	Conduct card signed Phone call home Confiscation of non-regulation items of uniform or articles not requested not to be brought to school by teachers Move pupil to a neighbouring classroom Withdrawal of privileges Referral to HoD/HoY	Classroom teacher HoD HoY
3	Repeated incidents of Level 2 behaviour Continual repeated disruption of learning Serious disruption of learning. Frequent irresponsible behaviour Dishonesty Vandalism Thoughtless behaviour leading to bullying Consistent failure to submit homework by deadline	Withdrawal from class for a period of time After school detention Internal suspension Reverse suspension Parental interview Letter home Daily/Weekly Report Financial penalty Referral to member of SLT	HoD HoY SLT
4	Repeated incidents of Level 3 behaviour Violent or aggressive behaviour towards a member of staff or pupil Offensive language about, or directed towards a member of staff or pupil Deliberate or persistent bullying Theft	Saturday detention Internal suspension Reverse suspension Parental interview with member of SLT Suspension	Principal SLT Chair of BoG

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**ADDENDUM (AUGUST 2020)**

In the context of the COVID-19 pandemic, this policy grants the Principal provision to be able to sanction, up to and including suspension and/or expulsion, pupils who wilfully refuse to adhere to arrangements for social distancing and/or deliberately cough or spit at pupils or staff, putting them at risk.”